



The Emergency Journal Entry Form is to be completed only if the PeopleSoft Finance system is non-operational past 4:00 PM and a deposit greater than \$100 needs to be made. If completing this form, please follow the Emergency Deposit Procedures which can be found here: www.uhcl.edu/finance/forms

EMERGENCY JOURNAL ENTRY FORM for PeopleSoft 8.4

University of Houston - Clear Lake

Inter-Campus Journal

Date Prepared: **Department:** #4

Effective Date: **Extension:**

Prepared By: **Document Number:**

Justification:

#2

Ledger: **Commitment Control:**

Source: **Bypass Budget Check:**

Adjusting Entry:

Reverse Entry:

Reversal Date: **Adjustment Period:**

Debit Total **Credit Total**

1. Enter the date the journal is being created, the date the journal is to be effective, and the name of the person preparing the journal.
2. Enter a complete explanation of the journal entry in the Justification box starting with the value "DEP" for deposit journal entry.
3. Enter the department number of the person creating the journal and the extension of the person creating the journal.
4. Enter the 8 character document number assigned to the journal. This number is maintained in a log within the department. This number is the 5 character department number followed by a three digit sequentially assigned number (ie. C0078001).

Line	Business Unit	Speed Type	Acct.	Fund	Dept ID	Prog	Proj/Grt	Budget Ref	CF 1	Debit Amount	Credit Amount	Short Journal Description
1	00759											
2	00759											
3	00759											
4	00759											

#6

#7

#9

5. Enter the Speed Type, Account, and Cost Center (Fund, Dept ID, Program, and Project ID for the transaction).
6. Select the budget reference from the drop down box.
7. Enter the value of Chartfield 1 if the department uses this field.
8. Enter the amount in either the debit or credit amount fields. The debit and credit amounts will total and be reflected in the Debit Total and Credit Total fields.
9. Enter the journal entry document number followed by a short description in the Description field.